

DEPARTMENT OF THE NAVY
Acquisition Civilian Management Trainee Positions

Entry: GS-7 or GS-9 depending on position (see below)	Vacancy Announcement # NAIP-FY03-01
Full Performance Level: GS-12 (\$61,000+ without further competition upon successful completion of the training program.	Open for Immediate Consideration 12/01/02 Closes when all vacancies are filled, or 07/31/03
	(Apply up to 9 months prior to graduation.)

Department of the Navy
Acquisition Intern Program

- The Department of the Navy employs nearly 34,000 highly trained, skilled, and educated civilians in the Acquisition Work Force at Navy and Marine Corps facilities throughout the U.S.
- The Acquisition Intern Program (AIP), centrally managed for the Department of the Navy at the Naval Center for Acquisition Workforce Professional Development (NCAWPD), provides an intensive and structured three-year career development program for college graduates to become acquisition professionals.
- Through a series of formal training classes, diverse rotational assignments, extensive hands-on training in progressively responsible assignments, and with tuition assistance for continuing your education, you can become a member of the acquisition team.
- Acquisition professionals are in a variety of positions, performing "cradle to grave" management of highly technical systems, equipment, facilities, supplies, and services.

Locations

Positions are located at Naval and Marine Corps activities throughout the U.S.

- the largest grouping is located in the Washington, D.C. metropolitan area, with other concentrations in CA, MD, VA, and FL.
- Other locations are also possible and you may indicate any specific preference on your Geographic Preference Statement.

Positions and Qualifications

Office of Personnel Management's Qualification Standards Operating Manual will be used to determine your eligibility. A summary of the qualification standards for each position follows:

Professional Engineering Positions require a Bachelor's Degree from a School of Engineering that is recognized by Accreditation Board of Engineering and Technology (ABET) with one or more professional engineering curricula. Preferred degrees include aerospace, computer, electrical, electronics, chemical, systems, architect, fire protection, environmental, marine, ocean, architectural, materials, civil, industrial, materials, mechanical engineering, and Naval architect. (GS-7 or GS-9)

Computer Scientist Positions require a Bachelor's Degree with 30 semester hours in a combination of mathematics, statistics, and computer science. At least 15 of the 30 semester hours must have been in any combination of statistics and mathematics that included differential and integral calculus. (GS-7 or GS-9)

Operations Research Analyst Positions require a Bachelor's Degree in operations research; or at least 24 semester hours in a combination of operations research, mathematics, probability, statistics, mathematical logic, science, or subject-matter courses requiring substantial competence in college-level mathematics or statistics. At least 3 of the 24 semester hours must have been in calculus. (GS-7 or GS-9)

Contract Specialist positions require a Bachelor's Degree and at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (GS-7 only)

Logistics Management Specialist positions require a Bachelor's Degree in any major field of study. (GS-7 only)

Program Analyst positions require a Bachelor's Degree, preferably in business, finance or accounting. (GS-7 only)

Information Technology Specialist positions require a Bachelor's Degree in management information systems or computer information systems. (GS-7 only)

Other related positions may be added as necessary.

In addition to the basic requirements above:

- GS-07 level positions require:
 - 1. Superior academic achievement based on class standing, grade point average, or honor society membership
 - *Class standing*—Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Engineering or the School of Business Administration, based on completed courses; or,
 - *Grade-point average (G.P.A.)*—Applicants must have a grade-point average of 3.0 **or higher out of a possible 4.0** based on 4 years of education, or on courses completed during the final 2 years of the curriculum.
 - *National scholastic honor society*—Applicants must be elected into membership above the freshman year and provide proof of membership.

OR

2. One year of graduate-level education
- GS-09 level positions require:
 - Two full years of progressively higher level graduate education or a Master's or equivalent graduate degree.

NOTE: If you do not have a 3.0 GPA or higher, a letter from the Registrar or Dean stating that you ranked (or currently rank) in the top 1/3 of the undergraduate class or major subdivision of the university, such as the College of Liberal Arts or School of Business (not Department level) is required.

Applicants must complete a 4-year course of study leading to a bachelor's degree from an accredited institution by July 31, 2003. The GPA of 3.0 or above must be documented on a college transcript (official or unofficial). All credit hours/quality points earned at previously attended institutions used by the degree granting institution toward meeting your undergraduate degree requirements will be included in computing the overall GPA computation. Transcripts must be provided for all schools attended.

If you are claiming eligibility based on your GPA, you may not have more than 10% of your credits on a pass/fail or similar systems rather than on traditional grading systems. Applicants who cannot claim credit under the GPA requirements may claim credit based only on basis of class standing or honor society membership.

IF YOU HAVE NOT YET GRADUATED, YOU MAY BE OFFERED A POSITION CONTINGENT UPON YOUR FINAL GPA OR CLASS RANKING.

Salary Range:

Engineering Positions (except Computer engineer):	GS-7 \$37,000 - \$45,000	GS-9 \$45,000 - \$55,000
Computer Scientist, Computer Engineer Positions:	GS-7 \$37,000 - \$51,000	GS-9 \$45,000 - \$60,000
Operations Research Analyst Positions:	GS-7 \$31,000 - \$41,000	GS-9 \$37,000 - \$50,000
Information Technology Specialist Positions:	GS-7 \$37,000 - \$51,000	
All Other Positions:	GS-7 \$31,000	

Recruitment bonus and placement within the salary range may be negotiated at the time of the employment offer for technical positions. All salary figures are rounded and may vary by location. January 2003 pay raise tables will be posted at www.opm.gov.

Requirements

All applicants must:

- **Be a U.S. Citizen**
- **Be registered with the Selective Service (males born after 12/31/59)**
- **Sign a mobility agreement**
- **Be able to obtain and maintain a Security Clearance**
- **CRIMINAL OFFENSES, EXCESSIVE USE OF ALCOHOL, SUPPLYING OR USING ILLEGAL DRUGS, AND EXCESSIVE OR REPETITIVE INCIDENTS OF INDEBTEDNESS MAY ADVERSELY AFFECT ACCEPTANCE INTO OR CONTINUATION IN THE PROGRAM. A FEW POSITIONS MAY REQUIRE DRUG AND POLYGRAPH TEST.**
- **POSSESSION AND/OR USE OF A FOREIGN PASSPORT OR HOLDING DUAL CITIZENSHIP WILL PROHIBIT ISSUANCE OF A SECURITY CLEARANCE.**

Benefits

- 13-26 paid vacation days a year based on length of service
- 10 paid annual holidays
- 13 days sick leave annually
- Excellent retirement plan which includes employer-matched funds and tax-deferred savings option
- Long-term care insurance
- Choice of a variety of health insurance plans, including fee-for-service and HMOs
- Low-cost life insurance program that features variable coverage and provides family benefits as well
- Generous college tuition assistance to encourage continuing education
- Flexible, family-friendly work schedules

How To Apply

Mail or Fax:

- | | |
|--|---|
| 1. Resume (see reverse) | 7. Excepted Service Conversion Statement; if current federal employee |
| 2. Transcripts | 8. OPM Form 1386 (Race and National Origin Questionnaire) |
| 3. Signed Mobility Agreement | 9. Recruitment Source Questionnaire |
| 4. Geographic Preference Statement | 10. DD214 Military Discharge Certificate – Member 4 copy |
| 5. OF 306 (Declaration for Federal Employment) | 11. SF-15 (Application for 10-Point Veterans Preference) with documentation as required |
| 6. Most recent SF-50 (Notification of Personnel Action), if current federal employee | |

Address:

Naval Center for Acquisition
Workforce Professional Development
AIP Recruitment
P.O. Box 2033
Mechanicsburg, PA 17055-0784

Phone: (800) 431-4422
Fax: (717) 605-1980
E-Mail: navyintern@hropensacola.navy.mil
URL: www.navyintern.cms.navy.mil

- All qualified applicants will receive consideration without regard to race, religion, color, age, national origin, lawful political affiliation, sex, marital status, sexual orientation, handicap not disabling to the job, or other non-merit factor.
- Veterans must submit DD214 and SF-15 to claim preference, if applicable.
- The primary purpose of the AIP is to recruit and develop recent college graduates. Saved pay will not be paid.
- Former Navy AIP interns are not eligible to reapply.
- Payment of relocation expenses is not authorized.
- Previous applicants must reapply to be considered.
- Positions covered by the announcement will be filled in the excepted service under Schedule B 213.3202(o). This may lead to permanent competitive status upon successful completion of the AIP training requirements and satisfactory or better performance.
- Applications that fail to contain all documents (1-7 listed above) will be considered as incomplete and will be returned. Applicants who decline a job offer in their geographic preferred zone will be removed from further consideration.
- Qualified applicants under announcement #AIP-FY03-OSP issued 09/01/02 are not required to reapply.
- Business position applicants will be required to successfully complete the Administrative Careers With America assessment.

WHAT TO INCLUDE IN YOUR RESUME

Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. If your resume or application does not provide all the information requested in the job vacancy announcement or this flyer, you may lose consideration for a job. Help speed the selection process by keeping your resume or application brief and by sending only the requested material. Type or print clearly in dark ink. Here's what your resume or application must contain in addition to specific information requested in the job vacancy announcement:

POSITION TITLE. Position for which applying: Acquisition Intern GS-7 entry

PERSONAL INFORMATION.

- Full name, mailing address (with ZIP Code) and day/evening phone
- Social Security Number
- Country of citizenship (United States citizenship required)
- Military service history (ALL males born after 12/31/59 must provide their Selective Service registration number)
- Highest Federal civilian grade held; job series and dates held

EDUCATION.

- Name and address of all colleges/universities attended
- Type, major, and year of all degrees received or anticipated
- SEND A COPY OF ALL YOUR COLLEGE TRANSCRIPTS (INCLUDING TRANSCRIPTS FOR ANY UNDERGRADUATE COURSES THAT WERE TRANSFERRED TO THE DEGREE-GRANTING SCHOOL)

WORK EXPERIENCE. Give the following information for your paid and non-paid work experience related to the job for which you are applying.

- Job title (include series and grade if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary
- Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)

Naval Acquisition Intern Program Mobility Agreement

Background - The Naval Acquisition Intern Program is designed to provide a cadre of highly trained individuals to meet the Navy's future civilian manpower needs. The Department of Navy is committed to the professional development of the individuals selected into this program. Participants are provided formal classroom training, extensive hands-on experience, and progressively more responsible job assignments to further professional development. Mobility is a key factor in the success of participants in this program.

Requirement - Mobility is a condition of initial and continuing employment with the Naval Center for Acquisition Workforce Professional Development.

Impact - Since mobility is a condition of employment, application for program vacancies will not be processed without a signed agreement. If selected into the program, failure to accept assignments involving travel or change of duty station as directed may result in dismissal.

Expenses - Reimbursement of authorized travel expenses while in the program will be made in accordance with the Joint Travel Regulations in effect at the time of travel.

This agreement is between the Naval Center for Acquisition Workforce Professional Development and:

[printed name]

In accordance with the above information, I hereby agree to the following:

- a. Travel to temporary training assignments away from the designated duty station;
- b. Change duty stations and residence to specified locations within the continental United States for training purposes;
- c. Accept duty station assignment for final placement upon completion of the Acquisition Intern Program at a designated Naval activity within the continental United States to meet the needs of the Department of Navy, if necessary.

SIGNATURE: _____ DATE: _____

**NAVAL ACQUISITION INTERN PROGRAM
GEOGRAPHIC PREFERENCE STATEMENT**

Your preference statement will be used to determine the location(s) to which your name will be referred for employment consideration in the program. If you are selected the Mobility Agreement will apply. Specific locations listed within the zone are subject to change. You may check up to (2) zones that apply. If you decline an offer of employment in a selected zone, you will be removed from further consideration. Feel free to prioritize your two choices.

- _____ **NE Zone** includes Maine to Pennsylvania - locations such as Lakehurst, NJ; Philadelphia and Mechanicsburg, PA; New England States
- _____ **DC Zone** includes Washington, DC and suburbs in MD and northern VA - locations such as Arlington and Quantico, VA; Patuxent River, MD
- _____ **MW Zone** includes Indiana and Illinois only (few jobs)
- _____ **SE Zone** includes the remainder of Virginia (not in DC Zone), South Carolina, North Carolina, Florida, Georgia - locations such as Norfolk, VA; Cherry Point, NC; Charleston, SC; Orlando and Jacksonville, FL; Albany, GA
- _____ **W Zone** includes California, Washington - locations such as San Diego, China Lake, and Port Hueneme, CA; Bremerton, WA
- _____ **HI Zone** includes Pearl Harbor, Hawaii

Print Name

Signature

Date

EXCEPTED SERVICE CONVERSION STATEMENT
--

I understand that as a current federal civil service employee in the competitive service I will be converted to an excepted service position, upon selection. I also voluntarily accept this conversion and understand that by doing so I will serve a new probationary period equal to the length of the internship-training program (up to 3 years).

Printed Name: _____

Signature: _____

Date: _____

Insert of 306

BE SURE TO DOWNLOAD 306 FORM

U.S. Office of Personnel Management

APPLICANT RACE AND NATIONAL ORIGIN QUESTIONNAIRE

For use when applying to agencies based on scholastic achievement

Please complete Items 1 through 7

OPM Form 1386B (1-90)

1. Name (Last, First, Middle Initial)	2. Date (Month, Day, Year)	3. Social Security Number
4. Title of Position to Which Applying	5. Grade of Position	6. Location of Position

IMPORTANT INFORMATION

The United States District Court for the District of Columbia, in a Decree approved in a lawsuit entitled Luevano v. Newman Civil Action No. 79-0271, has ordered that Federal Government Agencies provide data on the race and national origin of applicants for certain Federal occupations. The position for which you are applying is one of those occupations.

You are requested to complete this form. The data you supply will be used for statistical analysis pursuant to the requirements of the lawsuit. Submission of this information is voluntary. Your failure to do so will have no effect on the processing of your application for Federal employment.

This form is authorized for use by the Office of Personnel Management ONLY for the purposes of complying with the requirements of the Luevano v. Newman Decree.

Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 (November 22, 1943) for the orderly administration of personnel records. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

Public burden reporting for this collection of information is estimated to take approximately 8 minutes per response, including time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0095), Washington, D.C. 20503.

7 RACE AND/OR NATIONAL ORIGIN

The categories below provide descriptions of race and national origins. Read the Definition of Category descriptions and then check the box next to the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. NOTE: Please mark only ONE box!

Name of Category	Definition of Category
<input type="checkbox"/> A. American Indian or Alaskan Native	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
<input type="checkbox"/> B. Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.
<input type="checkbox"/> C. Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
<input type="checkbox"/> D. Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.
<input type="checkbox"/> E. White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North America, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
<input type="checkbox"/> F. Other	A person not included in another category.

FOR AGENCY USE ONLY

Series	OPM Zone	Category	Comments

RECRUITMENT SOURCE QUESTIONNAIRE

How did you hear about us?

_____ Career Fair
(Where & When?) _____(30)

_____ NCAWPD Website (www.navyintern.cms.navy.mil) (41)

_____ Engineeringjobs.com (15)

_____ National Association of Colleges & Employers (NACE) Website (45)

_____ Ad in Magazine (Which one?) _____(02)

_____ Friend, Relative, current or former federal employee (14)

_____ Your College or University Career Center/Placement Office (20)

_____ Other (Please Specify) _____(35)